

TITLE III, PART A MONITORING - DOCUMENT REQUEST LIST

Please provide the information below for the most recent year for which it is available:

SEA:

- Fiscal
 - Budget [including breakdown of funds reserved for State activities (SEA budget and personnel records) and subgrantee awards]
 - List of subgrantees under Title III and the immigrant set aside, including (if applicable) consortia leads, members of consortia and amount of funds awarded to each subgrantee
 - Procedures for implementing State definition of 'significant increase'
 - Written procedures for allocating and reallocating (as needed) Title III funds to eligible entities, including for immigrant children and youth subgrants
 - SEA guidance to subgrantees on supplement not supplant requirements
- English Language Proficiency Standards
 - Copy of State approved English language proficiency (ELP) standards, and date and evidence of approval
 - State training and technical assistance plan for implementation of State ELP standards
 - Evidence of a process for alignment of State ELP standards with State content and achievement standards
- English Language Proficiency Assessment
 - Alignment study or other documentation demonstrating alignment of State ELP assessment to State ELP standards
 - Test administration manuals for ELP assessment(s) and/or other documents provided to test administrators instructing them on procedures for test administration, including policies on accommodations on ELP assessment(s) for students with disabilities
- Annual Measurable Achievement Objectives (AMAOs)
 - AMAO targets and methods for calculating AMAOs
 - Written State plan for making Title III AMAO determinations and timeline for notifying subgrantees of their AMAO status
 - Copy of the State notification to subgrantees that did not meet AMAOs
 - List of subgrantees that did not meet AMAOs in each of the last four years
 - State plan to assist subgrantees (including consortia members) that did not meet Title III AMAOs for two and four consecutive years
- Local Plan
 - Process used for LEA submission and SEA review of subgrantee local plan(s)
 - Timeline for State review, approval, and notification of funding for Title III subgrants
 - Technical assistance provided to LEAs on local plan requirements as described in Section 3116(b)

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- Private Schools
 - Copies of SEA guidance and policies regarding provision of Title III services to eligible LEP students and educational personnel in private schools
- Monitoring
 - Copy of Title III monitoring plan and procedures, including monitoring cycle and timeline
 - Written procedures for following up on monitoring findings
 - Copy of monitoring reports and evidence that the SEA has followed up on any identified findings

LEA:

- For each subgrantee to be visited:
 - Copy of current Title III local plan and immigrant children and youth plan, if applicable
 - Copy of most recent monitoring report issued by the State
 - Most recently used home language survey and any other documents used to identify students for participation in a Title III language instruction educational program
 - Title III improvement plan, or documents related to 4-year accountability provision, if applicable
 - Data on the number of LEP students being served by the subgrantee
 - Data on the number of immigrant students being served by the subgrantee
 - Copies of documents related to the provision of equitable services to eligible LEP students and educational personnel in private schools
 - Samples of parental notifications, including notices to parents regarding student identification and placement, and, if applicable, notices regarding subgrantee failure to meet Title III AMAOs
 - Examples that demonstrate how the LEA ensures teacher fluency in English and any other language of instruction